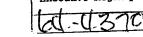
(CLASSIFICATION)



OFFICE OF THE DIRECTOR

			Action	Memorandum No	A-394
			Date	18 June 1964	
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то	:	Assistant Director for Public Affairs			\mathbf{C}
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SUBJECT	:	Regular Weekly Reports of Press Contac			Ô
REFERENCE	:				N
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- 1. As I have reminded you on at least two occasions, the Director asked, when you took over the job as Assistant Director for Public Affairs, that you submit to him and the DDCI and myself a weekly report on your press contacts.
- 2. Would you kindly institute this weekly report immediately indicating who you see, subject of discussion, as well as telephone calls to and from the press and important mail. Will you arrange to have this in my office each week by not later than noon, Friday, starting 19 June.

(eigned) Topografia Bridger th

Lyman B. Kirkpatrick Executive Director

LBK:drm

Distribution:

Original and 1 - Addressee

1 - ER

1 - ExDir

SUSPENSE DATE:

Reca 19 June, 3.40 p.m.

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